Help with Acrobat PDF Forms

Most forms are screen-fillable Adobe Acrobat PDF Forms. These forms may be completed on the screen before being printed. In order to complete these forms on the screen, you must have Adobe Acrobat or Adobe Acrobat Reader version 3.0 or above. If you have the Acrobat software configured as a web browser plug-in application you can fill-out and print the form within your web browser. If you are having difficulty pulling up these forms, please contact your systems staff.

Tips for filling in Acrobat Forms On-Line:

   * Click into the first field, then type in the requested information. The "Tab" key will bring you to the next field, "Shift Tab" will take you back a field. You may also click on a field to access it. You need to tab past the last field you enter or click on another field to ensure that your data is entered. For check boxes, click on the space to make an "X" or to remove one. To get to the next field from a checkbox, you need to click into the next blank field.

   * Fields with an arrow on the right-hand side have a drop-down box with choices; these choices can be overridden by typing in the field.

   * On multi-page forms, Acrobat will not automatically go to the next page, you will need to scroll down or select "Page Down" to continue to the next page.

   * Several of the forms contain tips for completing and printing. These are generally put on red "post-it" notes within the form. To open the note, just double-click on the note. To close the note, click in the note and select the minimize button on the top left corner of the note.

   * Form instructions generally follow the actual form as added pages - important sections are often "linked" to the form. To move to the instructions, click on the highlighted box. To move back to the form, click back on the highlighted box.

   * If pages are cut off in printing, on print box select the option at the bottom "Shrink to Fit."

   * Also, it is not possible to save the filled-in information - once you close a form, you will lose all data you have entered.